Coddenham

Parish Council

Sue Frankis, Parish Clerk
E: clerk.coddenhampc@gmail.com
Telephone: 07548 152181
Correspondence: 24 Church Crescent
SPROUGHTON, IP8 3BJ

CODDENHAM PARISH COUNCIL MEETING
Minutes of the meeting held on 17 October 2019 at 7.30pm

Present: Cllr Burton (Chair) (DB), Cllr Fowler (Vice Chair) (AF), Cllr Burgess (IB), Cllr Fawdry (JF), Cllr Groom (RG), Cllr Hardy (CH), Cllr MacDonald (CM), Cllr Peecock (JP) & Cllr Scoresby (NS)

In attendance: Mrs Frankis, Clerk to the Parish of Coddenham and 1 member of the public

98. **To receive apologies for absence:** Apologies were received from Cllr Darell-Brown (ADB) and Cllr Mitchell (LM), both due to work commitments. These apologies were accepted and duly noted.
County Cllr Hicks

99. **To receive any Declarations of Interest or Delegated Dispensation decisions or to approve such dispensation requests as needed:** None made.

100. **To consider comments from residents of the Parish on current agenda items**: None received.

101. **To receive a report from the County Councillor:** A report, received from Cllr Hicks, had been circulated to the Council, prior to the meeting and was duly noted.
Cllr Hardy (CH) was encouraged to read about the Suffolk Rail Vision.
Cllr Peecock (JP) expressed concerns that planning applications being determined by the district council are not sustainable; there are inconsistencies between MSDC policies and the decisions being undertaken. The Council agreed to raise these concerns with the district councillors.
ACTION: Cllr Peecock (JP) is to draft a letter of expression of concern for the Clerk to forward to the District Councillors Whitehead (JW) and Passmore (TP)

102. **To receive reports from the District Councillors:** None received.

103. **To receive and confirm the Minutes of the Parish Council Meeting held on 19 September 2019:**
Re. minute no: 19/20 85 Cllr Groom (RG) requested a matter of clarity be actioned. The Council unanimously agreed to the action, the minute was duly amended and the Minutes duly signed as a true and accurate record of the meeting.

104. **To consider any matters arising from the minutes of the meeting held on 19 September 2019:**
Re. minute no: 19/20 81 Cllr Scoresby (NS) advised he had sourced the paint and equipment needed for the re-painting of the 'Information Box' however the works would need to be undertaken by a competent painter. Historically B.T. carried out painting works during the period May to August. The Council unanimously agreed to source a competent person to undertake the work next year and to obtain quotes, in order the works could be budgeted for in the financial year 2020/21.
ACTION: The Clerk is to source quotes for the re-painting of the 'Information Box'

Cllr Burgess (IS) advised that the distribution of the newsletter was near to completion. Cllr Burton (DB) passed on a communication received from Cllr Mitchell (LM) advising that other parish councils produce magazines on a more frequent basis to that of Coddenham Parish Council. Cllr Hardy (CH) requested an agenda item to discuss the matter further at the next Parish Council meeting.
ACTION: The Clerk is to forward details of the community In Touch publications to Cllr Hardy (CH)

105. To receive an update on the transfer of Coddenham Community Centre and to make any decisions necessary: Cllr Peecock (JP) presented a detailed update report regarding the status of the transfer. He advised that the transfer document is with both parties; the document incorporates details of conditions imposed by previous owners of the site, together with an Asset Transfer Agreement. The Parish Council has previously agreed financial support to the CIO from the handover date (1 November 2019), to 31 March 2020. The CIO has put forward a projected figure of £15,286 of financial support required from the Parish Council for the next financial year. The final agreement is due within the next couple of days. It was suggested that Parish Council payments to the CIO would need to be made in two equal instalments throughout a financial year in line with precept receipts from the district council.
Cllr Burton (DB) advised he has been dealing with the TUPE issues and that he and Mr McPherson are due to meet with members of the Hall staff next Monday.
Cllr Fawdry (JF) advised that following the CaSH Committee meeting, held prior to the Council meeting, there were a couple of items of expenditure for the Council to consider.
JF advised that the Council had previously committed to replacing the dishwasher. She had sought professional advice regarding a replacement dishwasher; the recommended model would cost £4,200. Cllr Peecock (JP) advised he had sought alternative costs for an alternative commercial dishwasher, from the same manufacturer; the cost would be ~£1,200.
The Council resolved to make a commitment of expenditure of up to £1,200, to pay to the CIO, for expenditure on / towards a replacement dishwasher, if the CIO is unable to secure full funding from other grant providers; the Council voted 8 in favour and 1 abstention to the proposal.
Cllr Peecock (JP) advised that the Council had been required to publicly advertise its intention to dispose of assets in the local press; Cllr Fowler (AF) had secured a reduced fee of £895.64 for the advertising.
Mr Collins (RC) advised that the CIO intends to introduce an on line booking system for the Hall.
A financial target report, received from Mr McPherson had been circulated to the Council, prior to the meeting. The report presented a shortfall of £3k, equal to the cost of re-decorating the Hall. Cllr Fowler (AF) advised that the Council had passed over £3k to the CIO with the intention that it be used to pay for the re-decorating. RC advised that some of the money had been spent on unexpected legal and other costs.
Cllr Fowler (AF) advised that the Council had recently renewed its insurance policy at a cost of £2,386. After the handover of the Hall, the major asset will be removed from the policy, thus entitling the Council to a refund of ~£1,800. As the CIO will be required to take out their own insurance policy, it was proposed that any insurance refund issued to the Council be passed on to the CIO, as payment towards their own policy; **the Council unanimously agreed to pass any insurance refund to the CIO.**
Cllr Burton (DB) advised that the Council intends to set the precept demand at the Council meeting to be held on 28 November 2019; **the Council agreed to not make further financial commitments until this time.**
ACTION: Cllr Burton (DB) is to ask the Football Club, via the CIO, to contact the Football Association about the requirements for football safety nets, as the Council is unqualified to determine such requirements.

106. To consider Planning Applications and to note Planning Decisions:
Planning Application no:s DC/19/02919 and DC/19/02920 had both been granted.

107. To approve the Schedule of Payments for October 2019: The Schedule of Payments for October 2019 was approved.

108. To receive the External Auditor's Report for the year ending 31 March 2019 and to note the comments: The Clerk advised the External Auditor had raised two issues within their report: i) the External Auditor

had noted that the Parish Council had not complied with Regulation 15 of the Accounts and Audit Regulations 2015 as it had failed to make proper provision during the year for the exercise of public rights, since the period for the exercise of public rights has not included the first 10 working days of July and, ii) the Parish Council had not provided an adequate explanation for the difference between the figure in Section 2, Box 9 for the prior year comparative column and the prior year final signed AGAR.
The Clerk advised that the Notice of Conclusion of the Audit and Section 3 of the AGAR have been published on the Council's website, in line with statutory requirements.

109. **To receive and adopt the General Data Protection Regulations (GDPR) Policy for Coddenham Parish Council:** The Clerk had circulated a draft policy document to the Council, prior to the meeting. **The Council unanimously agreed to adopt the draft GDPR Policy.**
Cllr Burgess (IB) reminded councillors that Council emails should not be shared with family members. Cllr Fowler (AF) requested an agenda item to consider the introduction of councillor dedicated email addresses, at the next Parish Council meeting.

110. **To agree and appoint the Clerk as the Compliance Officer for GDPF: the Council unanimously agreed to appoint the Clerk as the GDPR Compliance Officer for Coddenham Parish Council.**
<u>ACTION: The Clerk is to notify the ICO that the Clerk has been appointed as the GDPR Compliance Officer for Coddenham Parish Council.</u>

111. **To discuss any Highways issues as requested at the September meeting:** Cllr Groom (RG) referred to the recent news that SCC is considering Lorry Route proposals. He considered that as Coddenham sits along one of SCC's existing preferred lorry routes, the Parish Council should be included in any discussions.
<u>ACTION: Cllr Groom (RG) is to contact SCC to ensure they engage with Coddenham Parish Council when considering their Lorry Route proposals.</u>
The Council discussed a number of issues relating to difficulties for road users associated with privately owned hedges obscuring visibility around Coddenham.
<u>ACTION: The Clerk is to write to Mr & Mrs Darell-Brown to ask that they attend to overgrown hedges within their boundaries in order to improve visibility for road users.</u>
Cllr Hardy (CH) advised that a number of vehicles are parking on the pavements and subsequently obscuring the S.I.D. He advised that the batteries for the unit don't appear to be holding their charge.
<u>ACTION: Cllr Hardy (CH) is to make enquiries about having the S.I.D. batteries tested and the costs for replacements.</u>
Cllr Hardy (CH) requested an agenda item to provide a S.I.D. update at the next Parish Council meeting.
Cllr MacDonald (CM) advised that the right of way priority signage at the bridge is being ignored and asked how this can be enforced. Cllr Burton (DB) suggested the Council consider how the signage could be made clearer and that the matter should be raised with SCC; the matter is to be reviewed at the next meeting of the Council.

112. **To discuss dog bins, to consider details of cost of purchasing and to make any decisions necessary: the Council unanimously agreed to purchase a dog litter bin at an ~cost of £85, to be installed on the footpath sign at Lime Kilns.** Cllr Burton (DB) agreed to install the new bin.
<u>ACTION: The Clerk is to order a dog litter bin for delivery to Cllr Burton.</u>
<u>ACTION: Cllr Hardy (CH) is to undertake an audit of the dog litter bins within Coddenham.</u>

113. **To discuss noticeboards in the Parish and to consider the installation of a new noticeboard at Lime Kilns, as requested by Cllr Mitchell (LM):** The Council agreed to defer this item to the next Council meeting.

114. **To discuss the Information Box in the village, as requested by Cllr Burgess (IB):** This agenda item had been considered earlier in the meeting.

115. **To receive and discuss the quotation from CPW Locksmiths regarding the installation of a digitalised entry system at The Coddenham Centre, and to make any decision necessary:** Cllr Fowler (AF) referred

to the report received from Mr McPherson wherein details were included of a digitalised locking system, at an additional cost of £600. The Council had previously resolved to replace the lock barrels at a cost of £418. **The Council unanimously agreed in principle to fund a new locking system and to ask the ICO to research funding opportunities for community building security. The Council agreed to consider the matter further at the next Council meeting.**

9.15pm The member of the public left the meeting.

116. **To discuss the purchase of a new computer for the Clerk and make any decision necessary:** The Council agreed to take the matter forward to the budget meeting.

117. **To receive the Clerk's Report and make decisions on any correspondence:** The Clerk had circulated her report to the Council, prior to the meeting. She had made a recommendation that the Council opens a credit card account, to be used by the Clerk, for the purchase of incidentals, i.e. stationery, thus allowing the Council to reclaim VAT on purchases. **The Council agreed 8 in favour and 1 abstention, to opening a credit card account, with a limit of £200.00, for use by the Clerk.**
ACTION: The Clerk is to contact the Council's banking provider, Unity Trust, to open a credit card account.

118. **To receive questions from Councillors and agenda items for the next meeting:** None were received.

119. **To confirm the date of the next meeting of the Parish Council:** The next meeting of the Parish Council is to be held on Thursday, 28 November 2019 at 7.30pm. A meeting of the Finance Working Group (members: Cllr Burton, (DB), Cllr Fawdry (JF), Cllr Fowler (AF), Cllr MacDonald (CM) Cllr Scoresby (NS) and the Clerk) are to meet on Monday, 11 November 2019 at 7.30pm.

120. **CONFIDENTIAL ITEM: In pursuance of Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the Press and Public shall be excluded for the next item(s) of business on the grounds that it is likely to be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings:** In accordance with Section 2 of the Public Bodies (Admission to Meetings) Act 1960, the Council resolved to exclude the press and public from the meeting on the grounds that it was likely to be prejudicial to the public interest by reason of the confidential nature of the following staffing matter to be discussed.

121. **CONFIDENTIAL ITEM:** The Council considered a staffing matter.

There being no other business, the meeting closed at 9.33pm

CHAIRMAN……………………………………………………DATE…………………………